# Marine Corps Administrative Analysis Team (MCAAT)

*East - LtCol Kathy Maloney*

*West – Maj Eric Porter*

# Evolution of MCAAT

- MCDOSET established 1 April 1959 under cognizance of P&R
- MCAAT established 6 may 1992 under cognizance of M&RA
- Triennial analysis cycle implemented in 1999
- Annual unannounced fidelity analyses implemented FY-04 for disbursing/finance offices

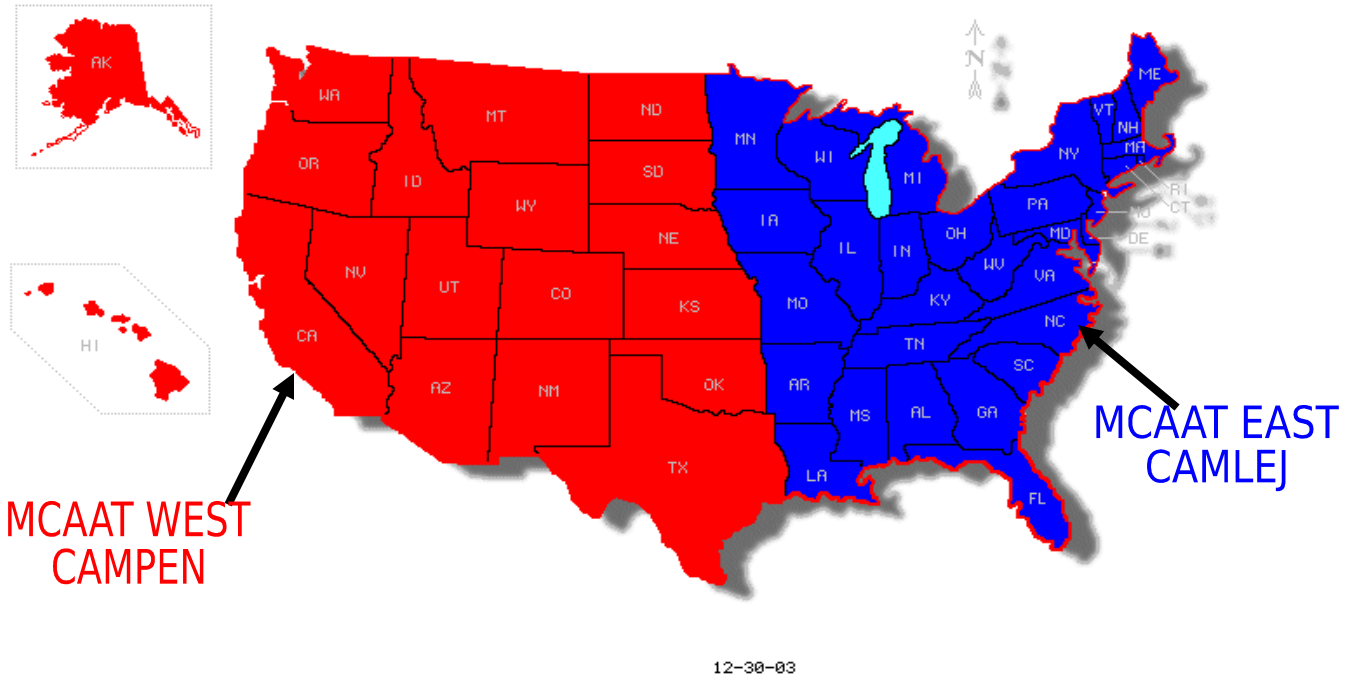
# Regulatory Guidance

- Accounting and Auditing Act of 1950
- Federal Managers Financial Integrity Act of 1982 (P.L. 97-255)
- Titles 2 (Green Book) & 3 (Yellow Book) GAO Policy & Procedures Manual
- OMB Circular A-123
- DODFMR Vol 5

# MCAAT Mission

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations
- Detection of fraud, waste and abuse
- Liaison (eyes & ears) for CMC (MI) & (RFF)

# MCAAT AORs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# MCAAT-EAST
# OCONUS AOR

# MCAAT-WEST
# WESTPAC AOR

# MCAAT Additional Information

- Active Units: 120 (60 East/60 West)
- Reserve Units: 193 (123 East/70 West)
- Disbursing/Finance Offices: 20 (9 East/11 West)
- Avg Days TAD Per Year: 155

# MCAAT Table of Organization

- 1 0180 LtCol
- 1 3404 Lt (Staffed with CWO 3402)
- 1 0170 CWO5
- 1 0170 CWO4
- 5 0193 SSgt-MSgt
- 4 3432 SSgt-MSgt
- 1 0151 Cpl

# MCAAT Additional Information

- Avg Budget Requirement $654,431
- FY Funding $440,000

- Yearly Funding Delta $214,431

# FY-05 MCAAT Analysis Cycle

- Biennial (Administration)
  - Formal Analysis
  - Directed Analysis (if required)
- Annual (Finance)
  - Formal Unannounced Analysis (Implemented FY-04)

# FY-05 MCAAT Analysis Cycle

- Directed Analysis
  - Units receiving non-mission capable scores (below 90%)
  - Not applicable to PACs
  - Not applicable to Disbursing/Finance offices

# Training Available

- MCAAT/MISSO Workshop
- MCAAT Website (www.lejeune.usmc.mil/mcaat)
  - MTV
  - Ask MCAAT
  - Web Classes
- Assist Visits (At the expense of the requesting unit, based on MCAAT availability)

MANPOWER INFORMATION
MI
MANPOWER'S FORCE MULTIPLIER
SYSTEMS



# QUESTIONS ?

# MCAAT Most Common Errors Brief

*GySgt Nezbeth*

*GySgt Pridemore*

# Knowledge

- Familiarization with references pertaining to duties
- Pay messages
- Interim changes

# Pay Policy

- SNCOs certifying unit diaries
- NAVMC 11119

# NAVMC 11116

- Utilization when unnecessary
- Advance pay outside of normal parameters

# BAH

- Credit of BAH Type I upon vacation of government quarters
- BAH PCS credits
- Unsigned  NAVMC 10922

# FSA

- FSAT not credited properly
- Payment of FSAR when entitled to dependent travel

# Special Duty Pay/ Incentive Pay

- Annual recertification not completed
- Incomplete documentation for jump pay/ dive duty pay/enlisted flight crew member pay

# Unit Diary

- Unit diary time study
- Timeliness Management Report (TMR)
- DFR/EDFR worked improperly
- Security of ELSIG and master ELSIG

# Legal

- Commands are not utilizing TTC 257 000 to report courts-martial
- Summary courts-martial are being reported incorrectly (utilizing last date of court-martial vice date of CA's action)

# Promotions

- Zeroed-out composite scores not worked properly
- Promotion recommendations not routed properly or reported untimely in MCTFS
- Page 11 entries not completed
- Promotion restrictions not reported

# Audits

- Not completed on all required occasions
- Option 23
- NAVMC 11116 for elapsed time
- Auditor not familiar with correct entitlements (BAH & BAS)
- Second stage audits not completed
- TTC 815 000 not being reported

# Leave

- Multiple sets of leave papers for same leave period being reported
- UD reporting different times and dates than blocks 18 and 19 on the NAVMC 3
- Marines signing out prior to end of normal working hours
- Unreported leave

# Travel Controls

- Travel claim not tracked through final submission
- Travel claims not settled within 5 (TAD) or 10 (PCS) working days
- Copies not maintained of TAD orders, travel claims and finance office computations
- Audit of settled travel claim not completed to ensure proper payment/UD reporting

# Humanitarian Attachments

- Entitlements not reported properly when Marine is attached
- Incorrect effective dates utilized to start entitlements upon Marine's join

# Separations

- NAVMC 11060 not to disbursing within 10 working days
- TTC 053 004 not reported when applicable
- Promotion restriction for certain administrative separations
- New EAS/ECC for administrative and medical separations
- LWAS and PTAD incorrectly reported

# Disability Evaluation System

- Entitlements improperly reported when Marine is sent home awaiting orders
- Tracking of Marines on limited duty (duty limitation Q)

# Members Married to Members

- Procedures lacking for identifying and tracking members married to members

# Deployments/Exercises

- Complete source documents not maintained to substantiate entitlements
- Entitlements reported in MCTFS do not match dates reflected on source documents

# Deployed Per Diem

- Marines credited deployed per diem for travel days

# PersTempo

- Procedures not in place to track
- Dates not reported properly

# Unit Muster Sheets

- Transferred Marines not lined out and annotated
- Marines marked as “not scheduled” vice “absent”
- Incorrect RIDT procedures
- Signatures
- Drills not tracked properly
- EIN/EIOs incorrectly annotated

# Annual Training

- Field rations checkages not reported properly
- BAS (RIKNA) not credited for Marines when government messing is not available
- BAH II own right not properly credited when applicable (E-4 over 4 yrs and above)

# Reserve Separations

- Marines who have accrued nine unexcused absences
- MCEAS not utilized properly to track administrative separations
- Notification of termination of SGLI for unsatisfactory participants

# Reserve Disability Evaluation

- Procedures lacking to track all medical board processing
- Procedures lacking to track NOE Marines

# QUESTIONS ?

# Points Of Contact

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